

Jon P. James, Conductor
1-815-622-1681 (home)
1-815-622-9425 (cell)
jonjames404@comcast.net



Patrick Sheehan, Business Manager
1-815-973-2317 (cell)
sterlingmunibusiness@gmail.com

STERLING MUNICIPAL BAND

Post Office Box 991 Sterling, Illinois 61081

www.sterlingmunicipalband.com

&

CITY OF STERLING

Regular Band Commission Meeting Minutes
Monday May 9, 2016

The Regular Meeting of the Sterling Band Commission was held Conference Room 104, 1st floor of 212 Third Avenue, at 5:30pm on Monday May 9, 2016.

REGULAR MEMBERS PRESENT: Dianne Ausman (chair),
Allen Lee, Kevin O'Keefe, Jason Reter (5:45 arrival),

REGULAR MEMBERS ABSENT: Gonzalo Reyes

ADMINISTRATIVE MEMBERS PRESENT: Jon James (Director)
Cathy James (Travel Manager)
Patrick Sheehan (Business & Personnel Manager)

ADMINISTRATIVE MEMBERS ABSENT: [none]

~~~

### I. CALL TO ORDER

Chairman Ausman called the meeting to order at 5:30 p.m. An attendance roll call was taken:

| attendance roll call                     |         |         |         |        |
|------------------------------------------|---------|---------|---------|--------|
| Ausman                                   | Lee     | O'Keefe | Reter   | Reyes  |
| (present)                                | present | present | present | absent |
| chair & three (3) commissioners present. |         |         |         |        |

### II. CONSENSUS ITEMS

A. The minutes from the April 11<sup>th</sup> Regular Meeting were amended, and were approved after revisions were discussed.

| motion to approve April 11 <sup>th</sup> Regular Meeting minutes with corrections |                 |             |         |          |
|-----------------------------------------------------------------------------------|-----------------|-------------|---------|----------|
| Ausman                                                                            | Lee             | O'Keefe     | Reter   | Reyes    |
|                                                                                   | motion seconded | motion made |         |          |
| [n.a.]                                                                            | ay              | ay          | [tardy] | [absent] |
| motion carried                                                                    |                 |             |         |          |

### **III. ADMINISTRATIVE BUSINESS**

#### **A. Band Manager's Report:**

The April 2016 financials & Business Manager reports were given:

| <b>motion to approve the April 2016 financial / Business Manager reports:</b> |            |                        |                    |                 |
|-------------------------------------------------------------------------------|------------|------------------------|--------------------|-----------------|
| <b>Ausman</b>                                                                 | <b>Lee</b> | <b>O'Keefe</b>         | <b>Reter</b>       | <b>Reyes</b>    |
|                                                                               |            | <i>motion seconded</i> | <i>motion made</i> |                 |
| <i>[n.a.]</i>                                                                 | <i>ay</i>  | <i>ay</i>              | <i>ay</i>          | <i>[absent]</i> |
| <b><i>motion carried</i></b>                                                  |            |                        |                    |                 |

Mr. O'Keefe asked Mr. Sheehan for the number of those on the annual mailing list who do not regularly donate. He also wanted the approximate cost of our annual mailing. Mr. Sheehan will collect this information and deliver within e-mail.

#### **B. Travel Manager's Report:**

Mrs. James reported that she used a compiled list for advertisement for the Spring Concert (April 27<sup>th</sup>). She asked if this list was effective, because on each respective website she visited, many had no representation of SMB events. She visited approximately 45 websites. She suggested to reduce costs, emails and faxes could be sent in lieu of postal mail.

An example of the trifold program was passed around. Font sizes were changed, extra panels were added. Discussion upon the graphic identity (bandshell graphic art) took place on whether that graphic should remain or not. Mrs. James will explore other options.

#### **C. Band Director's Report:**

Mr. James reported that he had positive feedback from the Spring Concert.

### **IV. Comment from the Public**

(no public present)

### **V. Old Business**

#### **A. policy handbook editing**

[tabled to the next meeting]

#### **B. Woodlawn Arts Academy pre-performances**

Mrs. James will call the Woodlawn director for updates and details on performance dates, needs, and content.

## **VI. New Business**

### **A. Summer 2016 Caretta Assignments**

Mr. Sheehan collected a list of caretta staffers for June 2016. With a consensus agreement, the audience surveys will be distributed and collected during the last two weeks of the Summer season.

### **B. status of portable toilet for the Summer season**

Mr. Sheehan reported that Janna Groharing of Sterling Main Street has taken the initiative to find a new & less-expensive contractor for rental of the Port-a-John. As before, the SMB and Main Street will split the cost of the rental (for concerts and movies respectively). We will have a handicapped unit this Summer, and we would like it to be placed on the Northwest side of the park instead of near the gazebo.

### **C. band member employment evaluation rubrics**

Mr. O'Keefe expressed the documentation of a rubric as to why each member was hired into the Band. Because there is no audition process, this documentation should be assembled. Basically, "why do we hire who we hire?"

### **D. event-planning rubrics**

These rubrics should represent the process and procedure on how to execute various events. Mrs. James asked if a check-off list would suffice.

### **E. Summer public relations & advertising**

Mr. Lee passed around the Sterling Main Street cooperative advertisement brochure.

### **F. year-end budget review**

Mr. Lee asked Mr. Sheehan to forward documents of budget summaries for last fiscal year for his personal review, and a summarized document will be assembled after next month's meeting.

### **G. Business Manager / Personnel Manager job description**

All of the responsibilities of this job description were listed and discussed. Mr. O'Keefe would like to see the revised document next month, then have it approved.

## **VII: Miscellaneous**

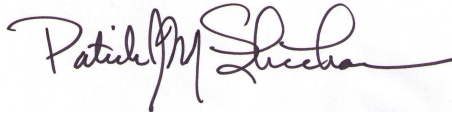
Agenda ideas were listed for pre-formulation for the June meeting.

**VIII: Adjournment**

| motion to adjourn meeting |           |                    |                        |                 |
|---------------------------|-----------|--------------------|------------------------|-----------------|
| Ausman                    | Lee       | O'Keefe            | Reter                  | Reyes           |
|                           |           | <i>motion made</i> | <i>motion seconded</i> |                 |
| <i>[n.a.]</i>             | <i>ay</i> | <i>ay</i>          | <i>ay</i>              | <i>[absent]</i> |
| motion carried            |           |                    |                        |                 |

The meeting was adjourned at 7:15 p.m.

Minutes taken by Patrick Sheehan and are hereby submitted to the Clerk of City of Sterling.



**Business Manager, Sterling Municipal Band**

**Tuesday May 10, 2016**

**Next Regular Meeting of the Sterling Band Commission will be  
Monday June 13 at 5:30pm in Conference Room 104  
– 1<sup>st</sup> Floor of 212 Third Avenue, Sterling, IL 61081**

|                                |                                 |                                  |
|--------------------------------|---------------------------------|----------------------------------|
| <i>Monday July 11, 2016</i>    | <i>Monday August 8, 2016</i>    | <i>Monday June 13, 2016</i>      |
| <i>Monday October 10, 2016</i> | <i>Monday November 14, 2016</i> | <i>Monday September 12, 2016</i> |
|                                |                                 | <i>Monday December 12, 2016</i>  |